

Appendix H

Employee Photo Identification and Access Policy

The City of Newberg requires that all employees carry a photo identification badge while on duty. If possible, the badge should be worn in a visible location. Employees are to ensure that the ID Badge is worn in a place that will not obstruct work or cause a safety issue. This badge will include, but may not be limited to, the employees' picture, full name, job title and department.

Every full time, part-time, temporary, and volunteer and contract employee who is scheduled to work for the City of Newberg for a period of thirty (30) days or longer will be issued a photo identification badge at the time of hire.

In the event an employee loses their photo ID badge, the employee must notify their immediate Supervisor, Department Director and/or the IT Department and Human Resource Department as soon as possible. The employee should make every effort to replace the badge prior to their next scheduled shift.

Upon separation of employment, each employee shall return their ID card to Human Resources, or their immediate supervisor, no later than their last working day.

The City of Newberg may grant access to City facilities for contract employees or others utilizing City buildings and amenities.

1. Access may be restricted, revoked, or denied at the discretion of City Management.
2. Upon completion of business with the City, access cards shall be returned to appropriate personnel (IT, or HR).
3. City property shall not be tampered with or removed from any City facility without express permission from City Management.
4. Access cards must never be shared or given to unauthorized personnel.
5. In the event an access card is misplaced, lost, or stolen, the holder shall immediately notify their supervisor at the City so the card can be deactivated.

This Policy has been put into place to ensure proper security at all City facilities. Failure to abide by these policies may result in a termination of privileges.